



**BID NO.: 8858-0/21**

**OPENING: 2:00 P.M.  
WEDNESDAY  
SEPTEMBER 11 , 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**Microsoft Desktop Application Training Pre-Qualification Pool**

**FOR INFORMATION CONTACT:**

**Kimberly Craig, 305-375-1443, [kcraig@miamidadegov](mailto:kcraig@miamidadegov)**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 8858-0/21

Bid Title: Microsoft Desktop Application Training Pre-Qualification Pool

Procurement Officer: Kimberly Craig

Bids will be accepted until 2:00 p.m. on September 11, 2013

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

**NOTICE TO ALL BIDDERS:**

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

**2.1 PURPOSE: TO PRE-QUALIFY VENDORS**

The purpose of this solicitation is to pre-qualify vendors for future pricing competition for the provision of Microsoft Desktop Application Training. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed for Microsoft desktop application training coordinated through Miami-Dade Human Resources department on an as needed basis.

**2.2 SMALL BUSINESS CONTRACT MEASURES**

In addition to the general Small Business Contract Measures set forth in Section 1.43, this contract is subject to the following Measure for work order competition up to \$100,000 when there are three (3) or more certified Small Business Enterprise (SBE) firms available in an established pre-qualification pool: SBE set-aside.

The provisions for the Miami-Dade County certified SBE Program are available at <http://www.miamidade.gov/business/business-development-legislation.asp>.

For set-aside competitions valued up to \$100,000, a 10% (ten percent) preference shall apply for certified Micro Business Enterprise bidders.

A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>. The enterprises must be certified by work order submission deadline and for the duration of the contract to remain eligible for the preference.

In accordance with Section 2-8.1.1.1.1 of the Miami-Dade County Code, contracts valued up to \$100,000 are set-aside for certified Micro Business Enterprises (Micro) and Small Business Enterprises (SBE) firms, if there is sufficient availability (three or more firms certified under the commodity code). If there is insufficient availability, a 10% (ten percent) preference shall apply for certified Micro bidders on awards valued up to and including \$100,000.

**2.3 TERM OF CONTRACT: SEVEN (7) YEARS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the initial seven (7) year term.

**SECTION 2**  
**SPECIAL CONDITIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

**2.4 METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES**

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. Vendors who meet the minimum qualification requirements may be pre-qualified under the following groups:

- **Group A - On-Site Training**
- **Group B - Off-Site Training / Distance Learning**

As a condition for being included in the pre-qualification pool, vendors must complete the Bid Submittal Package in Section 4 of this solicitation and provide all required information for evaluation. Vendors who meet the minimum qualifications shall then be deemed to be pre-qualified to participate in subsequent spot market purchases in the form of Requests for Quotation (RFQs) issued by the County.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. Vendors subsequently added to the pool must meet the same minimum qualifications established for the original competition.

**2.4.1 *MINIMUM QUALIFICATION REQUIREMENTS (ALL GROUPS)***

Pre-qualification under this solicitation will be made to all responsive, responsible vendors who meet the following minimum qualifications:

- i. Vendors shall provide contact information to include: Name of contact, email address, website information, phone number, and fax number for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).
- ii. Vendors must have supplied Microsoft Desktop Application Training, including but not limited to Word, Excel, Outlook, PowerPoint, Access and Publisher, for a minimum of three (3) years.
  - Vendors shall provide an executive summary including a brief overview of their firm's history, current capabilities, and a listing of desktop application courses currently provided.
  - Vendors shall provide a minimum of three (3) client references for the provision of Microsoft Desktop Application Training similar in scope to the services outlined in Section 3 of this solicitation.
- iii. Vendors are required to demonstrate membership in the Microsoft Partner Network (MPN) with a minimum of one (1) silver or higher competency.

**SECTION 2**  
**SPECIAL CONDITIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

**2.5 EXEMPTION FROM CERTAIN CLAUSES – GROUP B ONLY**

Successful Bidder(s) awarded resultant work orders under Group B of this pool contract for off-site/ distance learning training services are not be subject to the following clause(s), as applicable:

- Section 1.21 (Insurance Requirements)

**2.6 METHOD OF PAYMENT: INVOICE FOR COMPLETED DELIVERY**

Vendors receiving an award as the result of a Request for Quote (RFQ) shall submit an invoice after training has been completed to:

Miami-Dade County  
Internal Services Department  
Human Resources Division  
111 N.W. 1<sup>ST</sup> Street, Suite 2110  
Miami, Florida 33128

Attention: Andrew Mullings

The date of the invoice shall not exceed thirty (30) calendar days from the completed day of training. Under no circumstances shall the invoice be submitted to the County in advance of the completed day of training. In addition to the general invoice requirements set forth in Section 1.34, the invoice shall reference:

1. Approved Enrollment Application
2. Class Number
3. Class Description
4. Unit price(s)
5. Training Date(s)
6. Names of Student Attendees
7. Notice of Whether Training was Completed or not Completed for each Student

**2.7 CONTACT PERSON**

For any additional information or questions regarding the terms and conditions of this solicitation and resultant pre-qualification pool, please contact Kimberly Craig via e-mail at [kcraig@miamidade.gov](mailto:kcraig@miamidade.gov) with a copy to the Clerk of the Board at [clerk\\_BCC@miamidade.gov](mailto:clerk_BCC@miamidade.gov). Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated to vendors as needed.

**2.8 DEFICIENCIES IN TRAINING TO BE CORRECTED BY THE VENDOR**

The vendor shall promptly correct all apparent and latent deficiencies and/or defects relating to awarded Microsoft Desktop Application Training that fails to conform to the contract

**SECTION 2**  
**SPECIAL CONDITIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

documents regardless of project completion status.

The vendor shall bear all costs of correcting such rejected training. If the vendor fails to correct the identified issue within the period specified in the notice, the County shall place the vendor in default, obtain the required Microsoft Desktop Application Training from another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.9 TRAINING MATERIALS**

The vendor shall guarantee that County employees who engage in training services under a resultant award will be granted unlimited rights to reproduce for their own use, uncopyrighted training materials provided as part of the trainings conducted.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

**3.1 SCOPE**

The pre-qualification process provides for the submission of documents and forms intended to verify that Vendors meet the minimum criteria set forth in Section 2.4.1. The resultant pre-qualification pool may be used by the County to obtain Microsoft Desktop Application Training for County employees. Group Categories for required training are as follows:

- ***Group A: On-Site Training***

This group is defined as follows:

1. **On-Site Training** – Training to be conducted at a facility owned or rented by Miami-Dade County.

- ***Group B: Off-Site Training / Distance Learning***

Any training service provided that is not onsite at a County facility is defined as Off-Site Training or Distance Learning. This group is defined as follows:

1. **Off-Site Training** – Training to be conducted off-site at a vendor's facility.
2. **Distance Learning** – Training to be conducted electronically in a variety of media formats including but not limited to: delivery of content via the Internet, intranet/extranet (LAN/WAN), audio and videotape, satellite broadcasts, interactive TV, Webinars, Skype, CD-ROM and podcasts.

**3.2 TRAINING SERVICE REQUIREMENTS**

- ***Group A: On-Site Training***

1. **On-Site Training** – Successful Bidder(s) awarded a work order through a spot market quotation, at a minimum, shall be responsible for providing the following:
  - Professional training materials for a minimum of six (6) and a maximum of twenty four (24) students per training session.
  - Reschedule and cancelation of classes with forty eight (48) hours advance notice.
  - Student evaluations conducted and provided to Miami-Dade Human Resources Department.

Miami-Dade County will provide the following to the Successful Bidder(s) upon issuance of a Notice to Proceed:

- Standard computer workstations.
- Clean, well lit, spacious facility.
- Onsite technical assistance.

- ***Group B: Off-Site Training / Distance Learning***

1. **Off-Site Training** - Successful Bidder(s) awarded a work order through a spot market quotation, at a minimum, shall be responsible for providing the following:

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

- Professional training materials.
  - Onsite technical service and support staff.
  - Clean, well lit, spacious, ADA compliant facilities.
  - Flexible seating arrangements to accommodate up to sixteen (16) students.
  - Ergonomic workstations and chairs with fully functional monitors, computers and mice.
  - Reschedule and cancellation of classes within forty eight (48) hours advance notice.
  - Retakes shall be allowed for up to one (1) year after the initial training, and shall be provided at no charge.
  - Student evaluations conducted and provided to Miami-Dade County Human Resources.
2. **Distance Learning** - Successful Bidder(s) awarded a work order through a spot market quotation, at a minimum, shall be responsible for providing the following:
- Development of training curriculum and related components and/or software, training materials, and student evaluations.
  - Basic services for contract users provided at no charge including but not limited to the following: orientation/implementation training, installation/set-up, and demos/trials.
  - Custom logins if applicable.
  - Guarantee that the content availability “up time” to is not less than 99.0%. Contractor to notify Authorized Users within 24 hrs. of any interruption of service.
  - Access to courses 24 hours a day, 7 days a week.
  - County employees able to learn at any time during the licensing period.
  - New employees able to train as required.
  - The remainder of a license can be re-assigned, if applicable, at no charge in the event that an employee leaves the organization.
  - Site management and reporting tools, inclusive of the tracking of the successful completion of each course, if applicable.
  - In-Person “Train the Trainer Session” to be held annually or as needed.
  - 24 x 7 Help Desk/Technical Assistance and Customer/Product Support provided at no charge (includes local or toll-free telephone number and dedicated e-mail address).
  - Student evaluations conducted and provided to Miami-Dade County Human Resources.

Miami-Dade County will provide the following to the Successful Bidder(s) upon issuance of a Notice to Proceed:

- Student Names
- Standard computer workstations.
- Clean, well lit, spacious facility.
- Onsite technical assistance.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Microsoft Desktop Application Training Pre-Qualification Pool**

**3.3 TRAINING EVALUATIONS (ALL GROUPS)**

Each training session shall be evaluated by the County participants to determine:

1. If the material presented improved the participant's understanding of the subject;
2. If the training was practical and applicable;
3. If the trainer(s) showed a working knowledge of the subject matter;
4. If the trainer(s) presented the material in a clear and logical manner; and
5. If the trainer promoted a positive learning environment.

Completed evaluation forms shall be sent directly to Miami-Dade Human Resources within ten (10) days of course completion. A summary of the completed evaluations shall be made available by the Successful Bidder(s) upon request.

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**Wednesday**  
**September 11, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid prices should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued                      ISD/PM

by:  
**Kimberly**  
**Craig**

Date Issued:  
**August 29, 2013**

This Bid Submittal Consists of  
 Pages **8** through **14**, and  
 Appendix Pages **1** through **3**.

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**Microsoft Desktop Application Training Pre-Qualification Pool**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>918-38, 924</b>	
Procurement Contracting Officer: <b>Kimberly Craig</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Microsoft Desktop Application Training Pre-Qualification Pool**

**FIRM NAME:** \_\_\_\_\_

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**4.1 CONTACT INFORMATION**

Per Section 2.4.1.i, please provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County Human Resources. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5:00 P.M. (Eastern Standard Time). *A working website address is also required.*

**PRIMARY CONTACT (REQUIRED)**

Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
Website Address:	

**SECONDARY CONTACT (OPTIONAL)**

Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
Website Address:	

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Microsoft Desktop Application Training Pre-Qualification Pool**

**FIRM NAME:** \_\_\_\_\_

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**4.2 EXECUTIVE SUMMARY**

Per Section 2.4.1.ii, please attach an executive summary in conformance with stated minimum requirements, including an overview of your firm's history, current capabilities, and a listing of Microsoft Desktop Application courses currently provided.

Executive Summary is Attached to Bid Submittal

**Yes** ☐

**No** ☐

**4.3 REFERENCES**

Per Section 2.4.1.ii, please provide three (3) client references in support of your firm's abilities to provide Microsoft Desktop Application Training, including but not limited to Word, Excel, PowerPoint, Access and Publisher, to your client base.

**Business**  
**Reference # 1**

Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Training Provided  
by Your Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years dealing with your firm: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Business**  
**Reference # 2**

Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Training Provided  
by Your Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years dealing with your firm: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Microsoft Desktop Application Training Pre-Qualification Pool**

**FIRM NAME:** \_\_\_\_\_

**Business**  
**Reference # 3**

Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Training Provided  
by Your Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years dealing with your firm: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**4.4 CERTIFICATION**

Per Section 2.4.1.iii, please provide proof that your firm is a member of the Microsoft Partner Network (MPN) with a minimum of one (1) silver or higher competency.	
Proof of MPN Membership and Silver or Higher Competency/Competencies is Attached to Bid Submittal	
<b>Yes</b> <input style="width: 50px;" type="checkbox"/>	<b>No</b> <input style="width: 50px;" type="checkbox"/>

**4.5 AWARD GROUPS**

Per Section 2.4, please indicate whether or not your firm can provide Microsoft Desktop Application Training for <i>each</i> group identified below.		
<b>Group A:</b> On-Site Training	<b>Yes</b> <input style="width: 50px;" type="checkbox"/>	<b>No</b> <input style="width: 50px;" type="checkbox"/>
<b>Group B:</b> Off-Site Training / Distance Learning	<b>Yes</b> <input style="width: 50px;" type="checkbox"/>	<b>No</b> <input style="width: 50px;" type="checkbox"/>

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Microsoft Desktop Application Training Pre-Qualification Pool**

**ACKNOWLEDGEMENT OF ADDENDA**

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**INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES**

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_

**Bid Title:** Microsoft Desktop Application Training Pre-Qualification Pool

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

**\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**



**Miami-Dade County**  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : \_\_\_\_\_ Federal Employer  
Identification Number (FEIN): \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

### Affidavits and Legislation/ Governing Body

1.	<b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6.	<b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2.	<b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7.	<b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3.	<b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) f the County Code	8.	<b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4.	<b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	<b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5.	<b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10.	<b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm		Date
Address of Firm	State	Zip Code

## **Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
 Print or Stamp of Notary Public                      Expiration Date                      Notary Public Seal

**In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Date \_\_\_\_\_

**SUBCONTRACTOR/SUPPLIER LISTING**  
**(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)**

Firm Name of Prime Contractor/Respondent \_\_\_\_\_ FEIN # \_\_\_\_\_  
 Project/Contract Number \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.  
 (Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_